

State of California



Vendor Record Naming Standards

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1.0 Introduction

The Vendor Record Naming Standards establishes a consistent data entry format to better identify and maintain FI\$Cal's consolidated statewide vendor file. The naming conventions apply to the following vendor record fields:

- Vendor Name 1
- Vendor Short Name
- Various address fields

Payee Data Record (STD. 204)

Each vendor record is validated and approved centrally by the FI\$Cal Vendor Management Production Support Unit (VMPSU), and must be done prior to creating a purchase order or voucher. A Payee Data Record (STD. 204, Rev. 6/2003) or other relevant supporting documentation must accompany each vendor record request. The information on the STD. 204 must match the vendor record data.

- The "Payee's Legal Name" box must have the vendor's legal entity's name **AND** "Doing Business As" (DBA) name, if available (also known as trade name or fictitious business name).

Example: SMITH INC DBA SMITH PORSCHE WORKS

- The legal entity's name is:
 - A corporation, partnership, proprietorship, trusts, or individual that has legal standing in the eyes of the law.
 - The entity's name on a purchase order and/or contract, who is legally responsible for fulfilling the transaction with the State, or
 - The name that will appear on a State payment.
- Data entry accuracy is important. Beginning in Wave 1, the legal name and Taxpayer Identification Number (TIN) will be validated using an IRS TIN Match process. Vendor records not meeting the matching requirements will not be approved.

2.0 Vendor Naming Standards

1. “Vendor Name 1” field

- a. Enter the **Vendor Name 1** field as indicated on the STD. 204, “Payee’s Legal Name” box
 - i. In the case where a legal entity has a DBA name (or subsidiary),
 1. Create the legal entity as a parent record and
 2. Create the DBA (name) as a child record
 - ii. Refer to “Parent/Child Vendor Record Relationships” topic for more information
- b. 40-character maximum
- c. Use the standard abbreviations below

2. Letter Case and Spacing

- a. Use all CAPITAL letters
- b. Apply spaces in mixed-case names as indicated on the STD. 204, “Payee’s Legal Name” box

Example:

STD 204 Payee Legal Name

George McKay

Violet Mc Kay

James Mckay

FI\$Cal Format

GEORGE MCKAY

VIOLET MC KAY

JAMES MCKAY

3. Punctuations and Symbols

- a. The following are acceptable: apostrophes (’), hyphens (-), parentheses() that are part of the payee’s legal name
- b. The ampersand sign (&) if it is in the Payee’s Legal Name or to accommodate the 40 character limit
- c. Do not use periods (.) or commas (,).

4. Prefixes, Suffixes, Titles, Numbers and “The”

- a. Enter as indicated on the STD. 204, “Payee’s Legal Name” box.

Example:

STD 204 Payee Legal Name

Paul Smith, Jr

Joseph Jacobs M.D.

The Greenhouse

Tavern on the Green

FI\$Cal Format

PAUL SMITH JR

JOSEPH JACOBS MD

THE GREENHOUSE

TAVERN ON THE GREEN

5. **Abbreviations**

- a. Never abbreviate the first word of a company or business name unless
 - i. The name consists of initials,
 - ii. It is the name of a state, or
 - iii. It is **Intl**, **Natl**, or **Amer**
- b. Universities
 - i. Formal institutions
 1. Always abbreviate formal institutions of education or instruction as **UNIV**
 2. Use the following format: **UNIV<space>CAMPUS**
 - ii. For all other cases
 1. Use **UNIV** to accommodate the 40-character limit
- c. Acronyms
 - i. Enter acronyms if it is part of the Payee's Legal Name

Other Common Business Name Abbreviations

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Administration	Admin	Industrial, Industries	Ind
Advanced	Adv	Information	Info
Agency	Agcy	Institute, Institution	Inst
Architecture	Archit	Instruction, Instructors	Instr
Associate(s)	Assoc	International	Intl
America(n)	Amer	Laboratory, Laboratories	Lab
Association	Assn	Limited	Ltd
Auxiliary	Aux	Limited Liability Company	LLC
Board	Bd	Machines, Machinery	Mach
Brother(s)	Bro(s)	Maintenance	Maint
Business	Bus	Management	Mgmt
Capital	Cap	Mechanic(s), Mechanical	Mech
Certification	Cert	Medical, Medicine	Med
Chemical, Chemistry	Chem	Manufacture(r), Manufacturing	Mfg
Commission, Committee, Communications, Community	Comm	Marketing	Mktg
Company	Co	Mountain	Mtn
Computer	Comp	National	Natl
Construction	Const	Natural	Nat
Consulting, Consultants	Consult	Office	Ofc
Control	Ctrl	Operations	Ops
Cooperative	Coop	Organization	Org
Corporate, Corporation	Corp	Photography, Photographer	Photo
Council	Coun	Printer, Printing	Prnt
County	Cnty	Private	Priv
Department	Dept	Products, Production	Prod

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Developer,		Professional	Prof
Development,	Dev		
Developmental		Program(s)	Prog
Diagnostic	Diag	Projects	Proj
Distribution	Distrib	Publisher, Publication,	
		Publishing	Pub
District	Dist	Rehabilitation	Rehab
Division	Div	Representative(s)	Rep(s)
Education	Educ		
Electric, Electrical,		Research	Res
Electronic	Elec	Saint	St
Engineers, Engineering	Eng	Science, Scientific	Sci
Enterprise(s)	Ent		
Environment ,		Service(s)	Svc(s)
Environmental	Envir		
Equipment	Equip	Social, Society	Soc
Executive	Exec	Solution	Sol
Fabricators, Fabrication	Fab	Supply, Supplies, Supplier	Supp
Finance, Financing,			
Financial	Fin	Surgery, Surgical	Surg
Foundation	Fdn		
General	Gen	System(s)	Sys
Geological	Geo	Technical, Technology,	
Government	Govt	Technological	Tech
Incorporated	Inc	Telecommunications	Telecomm
Independent	Indep	Training	Trg
		Transportation	Trans
		University	Univ

6. **State of CA agencies**

- a. The Uniform Code Manual (UCM) format will be adopted
- b. Abbreviate the following terms:
 - i. California - **CA**
 - ii. Department - **DEPT**
 - iii. Office - **OFC**

NOTE: A master list of State agencies in their proper FI\$Cal format will be distributed when it becomes available.

7. **Other government entities** – Non-CA state government offices should be entered by the name of location followed by the department.

Example:

Agency Name

Department of Education State of Nevada
 Board of Elections City of Fresno
 Sheriff's Dept Dade County
 City of Algoma Treasurer
 Chamber of Commerce Madison

FI\$Cal Format

**NV DEPT OF EDUCATION
 FRESNO BD OF ELECTIONS
 DADE CNTY SHERIFF'S DEPT
 ALGOMA CITY TREASURER
 MADISON CHAMBER OF COMMERCE**

8. **All major California university campuses** - enter as:

- **UNIV CA <space> CAMPUS**
- **CA STATE UNIV <space> CAMPUS**
- **CAMPUS <space> STATE UNIV**

Other university affiliates will be entered with the campus name preceding the department or other unit.

Example:

University

University of California Davis
 California State University – Long Beach
 University Berkeley Business Office
 San Diego State University

FI\$Cal Format

**UNIV CA DAVIS
 CA STATE UNIV LONG BEACH
 UNIV CA BERKELEY BUSINESS OFC
 SAN DIEGO STATE UNIV**

3.0 Short Names

The vendor short name provides end users with an additional option to locate a vendor. An automatic three-digit extension is added to the end of each vendor short name to keep them unique.

1. Use ALL CAPS when entering the short name
2. First ten characters of Vendor Name 1
 - a. Enter the first ten (10) characters indicated in the Vendor Name 1 field
 - b. The field will auto-truncate at 10 characters
 - c. Vendor names with less than 10 characters are acceptable (any extra spaces will auto-fill after the name).

Example:

<u>COMPANY/INDIVIDUAL</u>	<u>SHORTNAME</u>
ExxonMobil	EXXONMOBIL
Staples	STAPLES

3. Apply the following rules when creating the short name:
 - a. Initials are acceptable
 - b. Numbers are acceptable (as indicated in the Vendor Name 1 field—spelled out or numeric format)
 - c. “The” is acceptable when it is **not** the first name in the Vendor Name 1 field
 - d. No spaces between letters
 - e. No ampersand (&)
 - f. No punctuations (., ‘ “ ? ! ; :)
 - g. No special characters (@ % * # \$)
 - h. Do not use “The” when it is the first name in the Vendor Name 1 field
 - i. Do not use prefixes and suffixes
 - i. Business suffixes—Inc, LLC, etc.
 - ii. Individual degrees, military rank, professional title, Roman numerals (I, II, III), Jr, etc.

Example:

<u>COMPANY/INDIVIDUAL</u>	<u>SHORTNAME</u>
L R W Enterprises	LRWENTERPR
WGAC 780 AM	WGAC780AM
Just The Fax	JUSTTHEFAX
Baker & Associates	BAKERASSOC
M-P Association	MPASSOCIAT
Inn @ Ellis Square	INNELLISSQ
Party City #21	PARTYCITY2
The Citi Group	CITIGROUP
Tom Weaver, Jr	TOMWEAVER

4. Other government entities (non-CA state) - When the first words of a vendor is the name of a government entity include it in the short name.

Example:

<u>AGENCY</u>	<u>SHORTNAME</u>
City of Smyrna	CITYOFSMYR
County of Yolo	CNTYOFYOLO

5. University - When the first word of a vendor's name is 'University', use the abbreviation UNIV followed by the additional letters as the short name.

For university and colleges, use the institution's acronym.

Example:

<u>AGENCY</u>	<u>SHORTNAME</u>
California State University	CSUS
University Press	UNIVPRESS
University Patrol	UNIVPATROL

6. Two last names - If the vendor has **two last names** or uses a **hyphen** between the names, enter the first name, the first last name followed by the second last name. Do not include the hyphen.

Example:

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Lisa Jenkins-Hopkins	LISAJENKIN
Holly Robinson Pete	HOLLYROBIN

7. Two first names - If the vendor has **two first names**, enter the first name followed by the first initial of the middle name and last name. The second first name should be treated like middle name and only use the initial.

Example:

<u>INDIVIDUAL</u>	<u>SHORTNAME</u>
Mary Jane Smith	MARYJSMITH
Bobbi Jo Barnes	BOBBIJBARN

4.0 Address and Location

1. State names should always be abbreviated using the standard two character abbreviation. Use US for United States; use USA for United States of America. (See State Abbreviation table below.)
2. Apartment/Suite/Unit Number - When using apartment numbers in addresses, it should be placed on the same line as the street address and be preceded by the '#' sign. The '#' sign should be preceded by and followed by a space. The "##" sign should not be used as a secondary unit designator if the correct designation, such as apartment or suite is known.

Example:

Address

1501 Maple Ave Apt. 208
 212 E. Washington Ste 400
 1645 Johnson St #232

FI\$Cal Format

1501 MAPLE AVE APT 208
212 E WASHINGTON STE 400
1645 JOHNSON ST # 232

3. Directional indicators - Street addresses preceded by a directional indicator should be abbreviated with no punctuation marks. (For more, see [USPS Directional Indicators](#).)

Example:

Address

212 East Washington
 311 N. Hancock

FI\$Cal Format

212 E WASHINGTON
311 N HANCOCK

4. Numeric street names - For example, 7TH ST or SEVENTH ST, should be spelled out only when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you match (via the USPS validation process) is spelled out.

Example:

Address

Third Avenue
 First Street

FI\$Cal Format

THIRD AVE
1ST ST

5. Post Office "PO" Box
 - a. It should be abbreviated as 'PO BOX'.
 - b. It should be placed on a separate line if a street address is also being used
 - c. The street number and name should come first, followed by the unit or suite number
 - d. The post office box should be the last item before the city.

Example:

Address

Apt 2 One South Parkway
 Post Office Box 67

FI\$Cal Format

1 S PARKWAY APT 2
PO BOX 67

6. Zip Codes
 a. Always use zip codes and zip code plus four when known.

7. Other Standard Address-Related Abbreviations

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Avenue	Ave	Parkway	Pkwy
Boulevard	Blvd	Place	Pl
Branch	Br	Plaza	Plz
Building	Bldg	Point	Pt
Center	Ctr	Ranch	Rnch
Circle	Cir	Ridge	Rdg
County	Cnty	River	Riv
Court	Ct	Road	Rd
Department	Dept	Room	Rm
Drive	Dr	Route	Rte
Expressway	Epy	Rural Route	Rr
Floor	Flr	Square	Sq
Highway	Hwy	Street	St
International	Intl	Suite	Ste
Junction	Jct	Summit	Smt
National	Natl	Terrace	Ter
Landing	Lndg	Trail	Tr
Lane	Ln	Valley	Vly
Loop	Lp		

For more, see [USPS Street Suffix Abbreviations](#)

State Abbreviations - Standard state abbreviations should be used as listed below:

<u>State</u>	<u>Abbrev</u>	<u>State</u>	<u>Abbrev</u>
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD

<u>State</u>	<u>Abbrev</u>	<u>State</u>	<u>Abbrev</u>
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
<u>State</u>	<u>Abbrev</u>	<u>State</u>	<u>Abbrev</u>
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Geographic Directional Abbreviations

<u>Direction</u>	<u>Abbrev</u>	<u>Direction</u>	<u>Abbrev</u>
North	N	Northeast	NE
East	E	Southeast	SE
South	S	Southwest	SW
West	W	Northwest	NW

8. International Address

General Requirements - The bottom line of the address should show only the COUNTRY name, written in full (no abbreviations) and preferably in capital letters. DO NOT PLACE THE POSTAL CODES (ZIP CODES) OF FOREIGN COUNTRY DESTINATIONS ON THE LAST LINE OF THE ADDRESS.

Example:

International Address	Inge Dietrich-Fischer Hartmannstrasse 7 5300 Bonn 1 Federal Republic of Germany
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Canada Only. Either of the following address formats may be used when the postal address delivery zone is included in the address.

<i>Example:</i>	Ms Helen Saunders 1010 Clear Street Ottawa ON K1A OB1 Canada
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Canadian Provinces - The following are the two character abbreviations for the Canadian provinces and territories.

<u>Province</u>	<u>Abbreviation</u>	<u>Province</u>	<u>Abbreviation</u>
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territories	NT	Yukon Territory	YT